



APPLICATION FOR REVISIONS TO APPROVED CONSTRUCTION DRAWINGS, CC&Rs, OR DEVELOPMENT AGREEMENTS

For Office Use Only

File #: _____ Application Date: _____ Project Name: _____

Date Paid: _____ Receipt Number: _____

Fee:

Construction Drawing Revisions: \$100 per revised page

Revisions to approved Development Agreements or CC&Rs required by the City: \$2,500

Project Name: _____ Project Acreage: _____

Address of Project: _____

Name of Applicant or Authorized Agent(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Name of Owner(s) (if other than applicant): _____

(if more than one owner, attach additional information for each owner to this application)

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Owner's Signature of Authorization to file: _____

(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Type of Amendment Requested: _____

APPLICATION SUBMITTAL PROCEDURES

- (1) _____ The applicant shall **MAKE AN APPOINTMENT** to meet with a member of the Planning Staff for a **pre-submittal meeting** at least one day in advance. **Plans that are "dropped off" without a pre-submittal meeting will not be accepted.**
- (2) _____ At the pre-submittal meeting the applicant shall submit ***one 36 x 24 inch*** copy of the proposed amendment and/or revision. The staff member will review the submittal with the applicant to determine whether it is complete, and whether it contains all the information from the checklist outlined below.
- (3) _____ Once the application is determined complete by the Staff, the applicant shall submit:
 - (a) _____ All fees.
 - (b) _____ This completed application form.
 - (c) _____ *Seven (7) thirty-six by twenty-four (36 x 24) inch copies and Three (3) eleven by seventeen (11 x 17) inch copies of each amended sheet* (not required for CC&R Amendments)
 - (d) _____ *Nine (9) copies* of all other information including a **narrative**.

The request will then be scheduled for review by the Planning Commission and City Council, and if deemed necessary by the Reviewing Departments. The deadline for submittals is Thursday at 4:00 pm.

SUBMITTAL REQUIREMENTS

Applications must include the following information, if applicable:

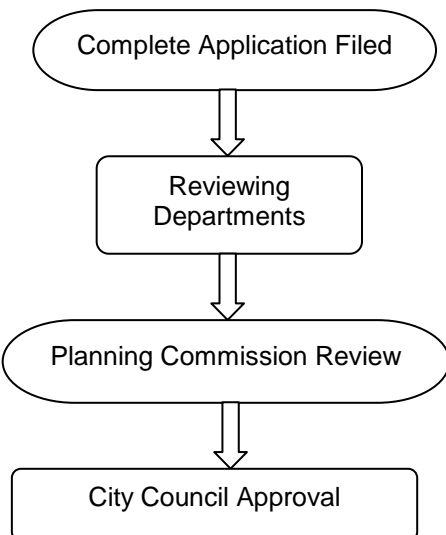
- (1) _____ A written description of the proposed amendment that identifies the following issues:
 - (a) _____ Reason for the proposed amendment.
 - (b) _____ An explanation of what is being changed.
- (2) _____ For construction drawing amendments, provide new pages of the construction drawings for review with all revisions highlighted.
- (3) _____ For revision to development agreements, CC&Rs, and any other written documents, provide a copy of the amended document(s) with a strike-through of any items proposed to be deleted and any additions highlighted.
- (4) _____ As a courtesy to property owners, all applicants shall provide the City with **stamped and preaddressed envelopes** (#10 business size) for each owner of record of each parcel located entirely or partly within three hundred (300) feet from any boundary of the property subject to the application, including any owners of property within the development as well as in unincorporated Utah County or adjacent municipalities, together with **a mailing list** for those owners. The names and addresses shall be as shown on the most recently available Utah County tax assessment rolls. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate. (Required if change affects adjacent property owners.)

APPLICANT(S)/OWNER(S) CERTIFICATION

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicants Signature _____ Title _____ Date _____

REVIEW PROCESS FOR AMENDED CC&R'S AND DEVELOPMENT AGREEMENT



REVIEW PROCESS FOR AMENDED CONSTRUCTION DRAWINGS

